

EMPLOYMENT APPLICATION
CITY OF GREENVILLE

Human Resources Department
Post Office Box 7207
201 Martin Luther King, Jr. Drive
Greenville, NC 27835-7207



Phone: 252-329-4492
Fax: 252-329-4313

All information requested must be provided, and will be held confidential to the extent allowed by law. Incomplete applications cannot be considered. Thank you.

PERSONAL INFORMATION

Name _____ Social Security # _____
Last First Middle

Physical Address _____ Telephone # _____
No. Street City State Zip

Mailing Address _____ Telephone # _____
No. Street City State Zip

Are you age 18 or older? Yes ☐ No ☐ If no, give date of birth: _____

Is there any information we would need about your name or use of another name to enable us to check your work record or criminal conviction record? Yes ☐ No ☐

If yes, please explain: _____

EMPLOYMENT DESIRED

Position applied for: _____

Are you available for: Full time ☐ Part time ☐
If part-time, specific days and hours: _____

Were you previously employed by us? Yes ☐ No ☐ If yes, when? _____

Do you have any relatives working for us? Yes ☐ No ☐
If yes, please list names: _____

If your application is considered favorably, on what date would you be available for work? _____

Are you able to perform the essential tasks of the job applied for? Yes ☐ No ☐

If not, what job functions would be affected? _____

Do you need any accommodations to perform the job applied for? Yes ☐ No ☐

If yes, please explain: _____

MILITARY INFORMATION

Were you in the U. S. Armed Forces? Yes ☐ No ☐ If yes, what branch? _____

Dates of duty: From: _____ To: _____ Rank at discharge: _____
Month/Day/Year Month/Day/Year

List duties in the service including special training: _____

REFERENCES

Give the names of four responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities.

	NAME	ADDRESS	TELEPHONE
1.			
2.			
3.			
4.			

EDUCATIONAL HISTORY

Last high school attended: _____ Year of Graduation: _____
Address: _____

Circle/check highest school year completed: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

Did you either graduated from high school or pass the High School Equivalency Test? Yes ☐ No ☐

Education beyond High School	Name and Address	Attended		Years Completed	Major Course of Study	Did you Graduate?	Degree or Diploma & Yr Received
		From Mo/Yr	To Mo/Yr				
College or University							
Graduate or Professional							
Other (Specify)							

ADDITIONAL INFORMATION

If applicable, have you complied with the U.S. Selective Service (draft) registration requirements? Please check one and initial.

Yes ☐ No ☐ Initials: _____

Have you pled guilty, nolo contendere (no contest) or been convicted of a felony in the last seven years? Yes ☐ No ☐

If yes, describe in full. (Conviction will not necessarily disqualify an applicant from employment.)

Are you now under charges for any offense against the law? Yes ☐ No ☐

If yes, describe in full: _____

If hired, will you be able to provide evidence that you are legally permitted to work in the U.S.? Yes ☐ No ☐

CHECK KINDS OF WORK IN WHICH YOU HAVE HAD EXPERIENCE:

Accounting	<input type="checkbox"/>	Collections	<input type="checkbox"/>	Payroll	<input type="checkbox"/>	Switchboard	<input type="checkbox"/>
Bookkeeping	<input type="checkbox"/>	Data Processing	<input type="checkbox"/>	Print Shop	<input type="checkbox"/>	Typing	<input type="checkbox"/>
Cashier	<input type="checkbox"/>	Filing	<input type="checkbox"/>	Stenographic	<input type="checkbox"/>	Word Processing	<input type="checkbox"/>

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the City?

Check the types of vehicles you are qualified, through experience, to operate:
Passenger car ☐ Light truck ☐ Heavy truck or tractor ☐ Other: _____

Drivers license no: _____ Class: _____ State: _____ Expires: _____

How many convictions for moving violations within past 3 years? _____

License ever suspended or revoked? Yes ☐ No ☐

EMPLOYMENT HISTORY

List below all present and past employment, beginning with your most recent. Include military service in proper time sequence and temporary or part-time jobs.

Title of present/last position:	_____	Starting Salary:	_____	Last Salary:	_____
Name of employer:	_____	Address:	_____		
Name/title of supervisor:	_____	Business telephone:	_____		

Date employed:	Duties: _____	
Date separated:	_____	
Full-time <input type="checkbox"/>	Yrs/Mos	_____
Part-time <input type="checkbox"/>	Yrs/Mos	_____
If part-time, list number of hours worked per week:	Reason for leaving: _____	

Title of present/last position:	_____	Starting Salary:	_____	Last Salary:	_____
Name of employer:	_____	Address:	_____		
Name/title of supervisor:	_____	Business telephone:	_____		

Date employed:	Duties: _____	
Date separated:	_____	
Full-time <input type="checkbox"/>	Yrs/Mos	_____
Part-time <input type="checkbox"/>	Yrs/Mos	_____
If part-time, list number of hours worked per week:	Reason for leaving: _____	

EMPLOYMENT HISTORY (continued)

Title of present/last position: _____ Starting Salary: _____ Last Salary: _____

Name of employer: _____ Address: _____

Name/title of supervisor: _____ Business telephone: _____

Date employed:	
Date separated:	
Full-time <input type="checkbox"/>	Yrs/Mos
Part-time <input type="checkbox"/>	Yrs/Mos
If part-time, list number of hours worked per week:	

Duties: _____

Reason for leaving: _____

Title of present/last position: _____ Starting Salary: _____ Last Salary: _____

Name of employer: _____ Address: _____

Name/title of supervisor: _____ Business telephone: _____

Date employed:	
Date separated:	
Full-time <input type="checkbox"/>	Yrs/Mos
Part-time <input type="checkbox"/>	Yrs/Mos
If part-time, list number of hours worked per week:	

Duties: _____

Reason for leaving: _____

Title of present/last position: _____ Starting Salary: _____ Last Salary: _____

Name of employer: _____ Address: _____

Name/title of supervisor: _____ Business telephone: _____

Date employed:	
Date separated:	
Full-time <input type="checkbox"/>	Yrs/Mos
Part-time <input type="checkbox"/>	Yrs/Mos
If part-time, list number of hours worked per week:	

Duties: _____

Reason for leaving: _____

I hereby certify that all statements on this application are true and correct to the best of my knowledge, and I agree to permit the investigation of each statement made by me hereon unless otherwise indicated. I understand that my employment is contingent upon passing a physical examination including a substance abuse screening. Employment is also subject to an initial probationary period and verification that age and citizenship/visa status meet legal requirements. Pitt County residency may be required for certain positions for continued employment (i.e. management team, designated emergency response personnel and others designated by the City Manager). I further understand that any misstatement on this application shall be cause for discharge.

I do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Greenville, whether the said records are of a public, private, or confidential nature. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. A photocopy of this statement will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Full signature (including maiden name) _____ Date _____

The City of Greenville is an equal opportunity/affirmative action employer (M/F/H)

CITY OF GREENVILLE

APPLICANT DATA CARD

Government agencies require periodic reports on the sex, race, handicapped, age and veteran status of applicants. This data is for analysis and affirmative action purposes ONLY. To comply with government regulations and affirmative action, the following information is being requested. This information will be kept in a confidential file separate from the City employment application.

Position applied for: _____ Date: _____

Name: _____

Date of birth: _____ Check one: Male ☐ Female ☐

Race: (check only one) White ☐ Black ☐ Hispanic ☐ Amer Indian/
Alaskan Native ☐ Asian/Pacific
Islander ☐

Check if applicable: Vietnam era
veteran ☐ Disabled veteran ☐ Handicapped ☐

Referral source: Advertisement ☐ Job Service ☐ Friend ☐ Relative ☐ City Employee
☐
Private Employment Agency ☐ Other ☐

CITY OF GREENVILLE

POLICE OFFICER APPLICANT FACT SHEET

Minimum Employment Standards for Law Enforcement Officers in N.C.

To qualify for law enforcement certification in North Carolina, an applicant must:

- Be a citizen of the United States;
- Be at least twenty (20) years of age;
- Be a high school graduate or have passed the General Education Development (GED) test;
- Be of good moral character with no disqualifying criminal offense conviction(s);
- Meet any agency's minimum requirements.

GREENVILLE, NORTH CAROLINA POLICE OFFICER SELECTION PROCESS

The entire selection process takes approximately 4 months.

- Step 1 Complete and return all application forms to the City of Greenville, Human Resources Department, P.O. Box 7207, Greenville, NC 27835-7207 **prior to the application deadline. Please reference the accompanying "Information & Checklist" form for the application deadline and required forms.**
- Step 2 Successfully complete the physical agility test given by the City of Greenville. This testing includes: bench press, leg press, sit-ups, flexibility measurements, one and one half mile run, and body fat measurement.
- Step 3 Successfully complete oral interview conducted by an Assessment Board of the Greenville Police Department.
- Step 4 Successfully complete the written examination administered by the City of Greenville.
- Step 5 Chief of Police or designee(s) will interview applicant and may make a conditional offer of employment contingent upon successfully passing a psychological evaluation, physical exam, drug screen, and any other requirements established by the City of Greenville.
- Step 6 Successfully complete psychological evaluation, physical exam, and drug screen.
- Step 7 Final job offer extended to successful applicant(s) based on overall qualifications and the needs of the Greenville Police Department.

All applicants are subject to a complete background investigation prior to an offer of employment.

Applicants will be notified by mail of specific dates and times of testing in Greenville, N.C.

For further information, contact:	City of Greenville	or	City of Greenville
	Human Resources Dept.		Police Recruiting Officer
	P.O. Box 7207		P.O. Box 7207
	Greenville, NC 27835-7207		Greenville, NC 27835-7207
	252-329-4492		252-329-4702

REAPPLICATION/RETESTING

Candidates who do not successfully complete the selection process are eligible to reapply for the position of Police Officer (Trainee) after a period of 12 months following the application deadline date. All candidates will have to submit another original application package at the time of recruitment and complete all phases of the selection process again.

City of Greenville

Authorization for Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Greenville, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; including records of loans, the records of commercial or retail credit agencies (including credit reports and /or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency rating, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Greenville. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

I also agree to pay any charges or fees concerning the request and can be billed for such charges at the below listed address.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Full Signature (Including Maiden Name)

Address

Phone

Date of Birth

Social Security Number

Witness

Date

GREENVILLE POLICE DEPARTMENT

**ACKNOWLEDGEMENT OF RULES ON RESIDENCY REQUIREMENTS
AND INITIAL PROBATIONARY STATUS**

In accordance with the City of Greenville's Personnel Policies, I fully understand as a condition of employment that I must reside within the corporate City limits of Greenville or within the boundaries of Pitt County at all times.

As one of the conditions of satisfactorily completing the initial six (6) months probationary period and as a condition of continued employment, I will have six (6) months from the date of employment to comply with the residency requirement.

I understand that if I am employed, I will be on employment probation for a period of no less than six (6) months and not exceeding twelve (12) months, and during that time I am subject to being discharged for any reason.

SIGNATURE

DATE

RECOGNITION AND ASSUMPTION OF RISK

I, _____, have applied for employment with the City of Greenville for the position of POLICE OFFICER (TRAINEE). I have been informed and understand that a requirement of application is the completion of a series of physical endurance/performance/fitness tests and exercises designed to determine my fitness for employment. I understand that the tests will involve strenuous physical activity including bench press, leg press, sit-ups, a flexibility test, and a one and one half (1 ½) mile run.

In consideration of being considered for employment with the City of Greenville, I acknowledge that there are risks inherent in performing the endurance/performance/fitness tests, and I assume the risk of strain, accident or injury in connection with my participation in these tests and exercises. I intend this recognition and assumption of risks to be binding not only for myself, but also on the family and legal successors in interest.

After considering my own health and limitations, I hereby certify that I am fit to participate in all of the physical endurance/performance/fitness tests and exercises listed above.

SIGNATURE

WITNESS

DATE

DATE

Information & CHECK LIST

Thank you for your interest in employment as a Police Officer (Trainee) with the Greenville Police Department. Enclosed are several forms for your completion. Please ensure all forms are completed in their entirety and returned to the Human Resources Department (not the Police Department) no later than **5:00 p.m., Tuesday, May 31, 2005**. Forms to be returned are listed below:

- _____ 1. Employment Application
- _____ 2. Authorization for Release of Personal Information
- _____ 3. Acknowledgment of Rules on Residency Requirements and Probationary Status
- _____ 4. Recognition and Assumption of Risk
- _____ 5. Photocopies* of:
 - _____ Social Security card
 - _____ Birth certificate
 - _____ Valid driver's license
 - _____ High school diploma or GED
 - _____ College diploma(s) or transcripts (if applicable)
 - _____ Form DD-214 (veterans only)
 - _____ State law enforcement certification (if applicable)

Please do not include copies of training, certificates of achievement, etc. You may note these accomplishments on a resume or an itemized list; notation on a resume is preferred.

Items 1 through 4 **must** be submitted prior to the application deadline noted above or you will **not** be considered for employment. We request that all of the photocopies listed in item 5 be submitted with your application forms. If you are unable to submit one or more of the required photocopies listed in item 5 prior to the application deadline, the missing item(s) are to be submitted prior to the physical agility test date. **Incomplete application packages will NOT be considered.**

THE HUMAN RESOURCES DEPARTMENT IS **NOT RESPONSIBLE
FOR MAKING PHOTOCOPIES*